

**JUS.T.I.S. \* Governance Council Meeting Minutes**

\*Justice Tracking Information System

Thursday, November 4, 2004, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

**Attendance**

MOCJ	Murlene Randle	Superior Court	Pat Jeong
MOCJ	Rod Seymore	DOSW	Justine McGonagle
Adult Probation	Jahangir Khan	DTIS	Walt Calcagno
District Attorney	Martha Knutzen	DTIS	Yolanda Scheihing
District Attorney	Marsanne Weese	IT PM	Al Corker
Police	Al Pardini	Coordinator	Paula Itaya
Public Defender	Rene Manzo		

**Call to Order**

Eileen Hirst, Co-Chair of the Governance Council, could not be present due to emergency meetings regarding budget cuts. Murlene Randle, Co-Chair of the Governance Council, called the meeting to order at 10:10 a.m. Murlene requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Murlene noted that no members of the public were present today, although the meeting had been duly announced and posted. She said that as long as there were no public present, it would not be necessary to call for public comment after each agenda item.

Members introduced themselves and welcomed Marsanne Weese, an attorney in the District Attorney's Office, who would be working with Martha Knutzen for six months on their new system.

Items involving the Department on the Status of Women (DOSW) and the designation of Voting Members will be tabled until "New Business".

**Adoption of Agenda - Action Item**

Pat Jeong moved to adopt the Agenda. Jahangir Khan seconded the motion, which was approved unanimously by the members. The Agenda was adopted as submitted.

### **Adoption of Meeting Minutes - September 30, 2004 - Action Item**

Martha moved to adopt as final the draft of Minutes, dated October 4, 2004, of the meeting of September 30, 2004. Rod Seymore seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

### **Executive Sponsor Update - Discussion/Action Item**

Murlene announced that she would present an update on the budget. She said that the consolidated JUSTIS budget is proceeding in full force and effect. Al Corker is consulting. They are having meetings regarding various aspects of the current year budget and have resolved some of the budget issues between the Departments and MOCJ. One of the issues being discussed is the creation of Memoranda of Understanding. Departments would retain independence and self-determination. Even though management of the budget would be centralized, expenses would be itemized and accountable to a certain department.

Murlene indicated that MOCJ would be going to the Finance Committee of the Board of Supervisors for release of the remaining funds on reserve. Only twenty-five percent of the funds have been released to date. They would be meeting with the Mayor's Budget Office, the Controller, DTIS and IT PM to start the process.

### **Technical Steering Committee (TSC) Update - Discussion/Action Item**

Rod said that the Project Managers are doing a great job, and much progress is being made. He invited their participation in presenting an update of the current status of JUSTIS activities:

Public Defender - Rod said that Al Corker would provide an update. Al said that the design review has been completed. There have been some modifications, such as changing some of the graphic user interfaces. Some of the contract issues are still being resolved. Al said that they are somewhat behind schedule. The vendor company is small and there have been some illnesses among staff. Rene Manzo said that the next step is to focus on some design issues involving other departments.

District Attorney - Yolanda Scheihing said that the department has made significant progress on the entry of charge codes and charging language into the Damion system, and should be completing this within a week. She said that Martha and Marsanne have recently attended a Damion user's conference, which was informative and beneficial. Yolanda said that she has found them both to be knowledgeable and highly motivated. There has been progress on the forms templates. The complaint is completed and they are nearing completion of the subpoena.

Sheriff's Department - Rod said that the Department is deciding how best to move forward on their JMS project. Al said that a contract with the winning vendor (Motorola) could not be finalized because of the company's inability to comply with the Human Rights Commission requirement that equal benefits be provided to employees with spouses and those with domestic partners, by the deadline

that was set. Notices have been sent to all bidders on the JMS RFP. Al said that a decision has not been made as to the reorganization of the JMS effort. Al said that he does not think that they would pursue another RFP.

Police Department - Contract negotiations are taking place with New World Systems (NWS) for the Records Management System (RMS)/STAR project. NWS has met the 12B requirements. Al said that he was pleased to experience the highest level of cooperation between the Police Department and the Sheriff's Department. He said that they are working hard and working together on JUSTIS in an unprecedented manner.

### **New Business**

DOSW - Murlene said that the Council is pleased to welcome DOSW as a new voting member. She said that the Council has not received official confirmation of the fact, but continues to be supportive of their efforts. Justine McGonagle thanked the Council and said that Emily Murase, the Executive Director, had planned to attend, but could not due to a family emergency. Justine said that Emily would attend future meetings.

Funding of OIS and Coordinator Services - Rene said that this issue had been raised at the previous JUSTIS meeting and Eileen had said that since MOCJ is responsible for the JUSTIS budget, the issue should be discussed with Murlene present. Members requested an update on the discussion.

Al said that at first the entire allocation of funding in relation to the legacy system was moved into the consolidated budget as a process that was requested by COIT. That was changed and the allocation was moved back out into DTIS. The OIS contract is encumbered by the City through the CMS budget. Lamont Suslow, as the present Chair of the Court Management System Operations Committee, has been asked whether or not CMS would release those funds to JUSTIS or keep control of the funds, and support payment of those services. Al said that, in his opinion, it is not wise to create another funding mechanism for something that is already approved and funded elsewhere.

Walt Calcagno said that he has not yet received a reply from Lamont. He added that the funds are already budgeted, and he does not think that if these services continue to be paid from the CMS budget, that funds for needed/wanted CMS expenses would be affected. Members agreed that the issue is part of the transition from the old to the new system and agreed to the *status quo*.

Voting Members - Murlene said that departmental voting members and alternates should be formally designated by the next meeting. Rod asked that letters be submitted, signed by each of the Department Heads of the voting agencies.

2005 - Paula Itaya had been directed to prepare a schedule of meetings for 2005, which was duly distributed to members. Hearing no objection, the schedule was tentatively approved by the members, subject to change during the year as needed.

### **Adjournment**

The Sheriff's Department, Juvenile Probation and the Emergency Communications Department were not represented at the meeting. The next Council meeting is scheduled for Thursday, December 16, 2004, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, the meeting was adjourned by unanimous consent at 10:39 a.m.